

**HAMPSTEAD COMMUNITY CENTRE SUMMER PLAYScheme 2021 REGISTRATION FORM**  
at Fitzjohn's Primary School. 86A Fitzjohn's Ave. NW3 6NP 02 - 27 August 9am - 6pm

Ofsted Reg. EY262532 Reg. Charity 282089

78 Hampstead High Street London NW3 1RE 020 7794 8313 hampsteadcommunitycentre@btconnect.com

For full details including all Centre policies please refer to the Playcentre Handbook: [www.hampsteadcommunitycentre.co.uk](http://www.hampsteadcommunitycentre.co.uk)

**Please use BLOCK CAPITALS for ALL answers**

**Child Details**

First Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

School attended: \_\_\_\_\_

Are you a resident of Camden? \_\_\_\_\_

Surname of Child: \_\_\_\_\_

*EYFS Form must be completed if your child is in Reception*

Female  Male  (please ✓)

What do you consider to be your child's first language? \_\_\_\_\_

**Parent/Carer Details**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

☎ \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

If you are working or a student, where can we contact you?

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

☎ \_\_\_\_\_ Mobile \_\_\_\_\_

**Other adults authorised to collect your child from the Playcentre**

Will anyone apart from Parent/Carer be collecting your child from the Playcentre?  Yes  No (please ✓)

If so, this must be a responsible person over 16, and you should give us details about them here.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

☎ \_\_\_\_\_ Mobile \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

☎ \_\_\_\_\_ Mobile \_\_\_\_\_

**Emergency contact**

Please list members of the family/friends who may be contacted in the event of an accident or emergency. This person may also be contacted in the event of the non-collection of your child.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

☎ \_\_\_\_\_ Mobile \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

☎ \_\_\_\_\_ Mobile \_\_\_\_\_

**Children aged 8 and over**

If you want your child to arrive and/or leave the Playcentre unaccompanied you must provide written consent.

**Signed (as proof of consent):** \_\_\_\_\_

**Health/Personal Matters**

It is essential that we know about your children's needs. Details about your child's health are completely confidential, and will not make any difference to your child's application to attend the Playcentre. However you MUST tell us your doctor's name, telephone number and address.

Name of Child's Doctor: \_\_\_\_\_ ☎ \_\_\_\_\_

Address: \_\_\_\_\_

You **MUST** answer the questions below. **If you answer yes to any of them, fill-in the 'Personal Needs' section.**

- Does your child have any allergies?  Yes  No (Please✓)
- Does your child need any medication on a permanent basis?  Yes  No (Please✓)
- Does your child have a disability?  Yes  No (Please✓)
- Are there any foods your child must not eat for religious or other reasons?  Yes  No (Please✓)
- Is there anything else we should know about?  Yes  No (Please✓)

## Personal Needs

**Allergies:** If your child has any allergies, please give details \_\_\_\_\_

**Disability:** If your child has a disability. Please give details \_\_\_\_\_

**Medication:** If your child needs medication on a permanent basis, please give details:

Name of Medication	Amount of dose	Side effects of medication

If you require a Playworker to administer a dose authorisation must be given by the Senior Playworker.

**Food:** If there are any foods your child must not eat, for personal, medical or religious reasons, please tell us about them:

**Any other information** \_\_\_\_\_

**Parent/Carer name** \_\_\_\_\_ **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

### Valuing Diversity

To ensure our service meets the need of Camden's diverse communities, it would be helpful if you could write below:  
'The race/ethnic group I most identify my child with is':

### Covid secure:

- Increased hand washing
- Enhanced cleaning/disinfecting
- Booking restricted to bubbles
- Maximum 15 children per bubble - bubbles will not mix throughout the day
- Social distancing rule adhered to
- Parents/carers not allowed on site

**All policies and regulations will be updated according to the latest Government guidance.**

## Booking this year

As we still don't quite know how we are going to be allowed to run the scheme this year, with regards to numbers and bubbles, we are booking as normal.

We are waiting for further announcements from the government and DoE and will adhere to any relevant guidance.

Please fill in the registration form, booking the weeks you need, and if we have to limit numbers socialising we will allocate your child/ren a bubble base, when he/she arrives, for all indoor activities. We are planning to run most of the activities outside, where children will be allowed to play together. We will do our best to ensure that friends are together. If a child in a particular bubble becomes unwell, that child will be isolated and if the child tests positive for Covid 19 the whole bubble may have to isolate.

If the bubble is unable to run and we have to cancel, you will receive a full refund for unused days (credit note if paid by childcare vouchers).

### Booking Details

Please indicate clearly which service you want to apply for by ✓ the relevant boxes.

All weeks booked must be paid in full at time of application to secure your child's place.

Direct payments: NatWest: Account: 02817160 Sort Code: 50-30-03. Chq payable to: Hampstead Community Action Ltd.

### Extended day 9am - 6pm

**Children MUST NOT be picked up after 6pm – Late pickup PENALTY FEE applies**

Week 1: Aug 02 - Aug 06:	*Low income: £70 <input type="checkbox"/>	Standard: £100 <input type="checkbox"/>	Non-resident: £200 <input type="checkbox"/>
Week 2: Aug 09 - Aug 13:	*Low income: £70 <input type="checkbox"/>	Standard: £100 <input type="checkbox"/>	Non-resident: £200 <input type="checkbox"/>
Week 3: Aug 16 - Aug 20:	*Low income: £70 <input type="checkbox"/>	Standard: £100 <input type="checkbox"/>	Non-resident: £200 <input type="checkbox"/>
Week 4: Aug 23 - Aug 27:	*Low income: £70 <input type="checkbox"/>	Standard: £100 <input type="checkbox"/>	Non-resident: £200 <input type="checkbox"/>

### Core day 11am - 4pm

**A PENALTY FEE will be charged for drop off/pick up outside of core day times**

Week 1: Aug 02 - Aug 06:	*Low income: £50 <input type="checkbox"/>	Standard: £75 <input type="checkbox"/>	Non-resident: £150 <input type="checkbox"/>
Week 2: Aug 09 - Aug 13:	*Low income: £50 <input type="checkbox"/>	Standard: £75 <input type="checkbox"/>	Non-resident: £150 <input type="checkbox"/>
Week 3: Aug 16 - Aug 20:	*Low income: £50 <input type="checkbox"/>	Standard: £75 <input type="checkbox"/>	Non-resident: £150 <input type="checkbox"/>
Week 4: Aug 23 - Aug 27:	*Low income: £50 <input type="checkbox"/>	Standard: £75 <input type="checkbox"/>	Non-resident: £150 <input type="checkbox"/>

\* Low income rate will **ONLY** be accepted with the low income letter from Camden Council

**Free places: Children in need / with disabilities must be referred by Camden**

### Consent for Supervised Outings

The Playscheme organises outings by public transport, minibus or on foot. Trips have to be booked during the scheme at the trips desk (1 trip per child per week). Please let us know any activity that you do not wish your child to take part in:

.....  
I give my consent for my child to participate in outings by public transport, minibus or on foot with the exceptions listed above and I understand that if consent is not given my child will not be able to go on a trip.

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_

Unfortunately, due to the current situation, trips might be cancelled or changed at short notice and we might not be able to offer an alternative.

**Consent and Signatures of Parents/Carers** Please ✓ each box

- I understand the questions on the form and have given full replies to them.
- I know that if my child has special health or dietary needs I have completed the 'Personal Needs' section.
- I understand that if my child is dropped off or picked up outside of booked times I will incur a penalty fee.
- I understand my child will need a packed lunch each day and that no sweets, fizzy drinks or nuts are allowed.
- I give my consent to any emergency medical treatment necessary during Playscheme activities and, therefore, authorise the Play staff to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment be necessary. This is provided every effort has been made to reach me and seek my permission, and that delay in treatment is likely to endanger the child's health or safety in the opinion of the doctor or hospital.
- I understand that there will be no refund for non-attendance or cancellations.

I have enclosed the registration fee by cheque or cash.

**OR**

I have paid the registration fee by direct payments/bank transfer/childcare vouchers (please email confirmation).

On occasion we take photos of children. If you do not want your child to be photographed please put a ✓ in the box

**Parent/Carer Signature**

**Date**

**Please note: Your form will be returned if it is not filled in fully or if the registration fee is not enclosed or paid online.**

**STAFF USE ONLY**

Health questions & consent checked  Personal Needs  Low Income  Standard  Non-resident

Amount Enclosed: £

for

Play staff signature

Date